

**DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY
Material Storage Supervisor 3
Purchasing & Materials**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list.

Location: Rocky Hill Central Warehouse

Job Posting No: 30418

Hours: 8:00am to 4:00pm

Salary: TC- 20 \$53,748 to \$68,827 annual

Closing Date: October 22, 2014

Eligibility Requirement:

Candidates must have applied for and passed the Material Storage Supervisor 3 examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of modern principles and practices of efficient warehousing; considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of modern techniques of stock records and inventory control; knowledge of modern receiving and distributing of materials and supplies; where duties require, must be familiar with either practices and methods of storing perishable and frozen foods or management of mail including familiarity with United States Postal regulations concerning mail, rates and classes of mail; interpersonal skills; oral and written communication skills; ability to analyze and forecast requirements and plan maximum turnover rates; ability to utilize computer software; supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Five (5) years of experience in stock or warehouse work or closely related work that could reasonably be expected to provide the knowledge, skill and abilities listed above.

Special Experience:

One (1) year of the General Experience must have been in stock or warehouse work in a supervisory capacity.

Note: For State Employees this is interpreted at the level of Material Storage Supervisor 1.

Substitution Allowed:

College training in business administration may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

SPECIAL REQUIREMENT:

Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications.

2. Incumbents in this class may be required to travel.

DEPARTMENT OF TRANSPORTATION:

Incumbents in this class must be willing to accept assignment to emergency duties, including snow and ice. Requires considerable computer and supervisory knowledge and skills.

CHARACTER REQUIREMENT:

At State Airports: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment.

PHYSICAL REQUIREMENTS:

1. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties.

2. A physical examination may be required.

WORKING CONDITIONS: Incumbents may be required to lift moderate to heavy weights; may be exposed to weather conditions and may be required to handle hazardous materials and/or chemicals.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter; a resume, and an Application CT-HR 12, **State employees must include copies of their last two (2) service ratings by October 22, 2014 to:**

**Connecticut Department of Transportation
Janice Snyder
P.O. Box 317546
Newington, CT 06131-7546
Fax: 860-594-2302
Email: Janice.A.Snyder@ct.gov**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.